

HeadStart International School, Phuket is a truly unique educational institution in both the level and range of high quality education that we offer and the remarkable success story of its origins. Being the only school on the island of Phuket to offer international standard education all the way from Pre-school up to AS/A Level, we offer a comprehensive education in a well-rounded learning environment in order to educate our students and support them with reaching their goals.

By promoting independence, critical thinking and self-confidence, combined with empathy and respect for others and the community, our dedicated team of highly qualified and experienced faculty are helping to mould today's youth into tomorrow's leaders, innovators and entrepreneurs. This, we believe, provides an indispensable foundation for a happy and successful life, adhering to the conviction that education is a lifelong process and that these habits formed from an early age are an invaluable asset to an enjoyable and productive future. Through these and other invaluable social and life skills our students are being equipped with what they will need to prosper in the Knowledge Age. At HeadStart our mission is to instil a life-long love of learning.

## Our Mission Statement

Our mission is to build and support a dedicated team of professional educators who work together to provide a quality teaching and learning environment for Phuket's international and culturally diverse community.

We are fully committed to providing:

- ✓ Dedicated, qualified, experienced and inspiring teachers
- ✓ The Cambridge curriculum and assessments
- ✓ A central location with first class teaching facilities and equipment

Providing these invaluable building blocks at affordable prices, we believe HeadStart offers the ideal environment for your child's education.

**HeadStart International School, *Inspiring a Love of Learning***

## About the School

Founded in 2005, HeadStart has rapidly grown into one of Phuket's leading International Schools and is now the only school on the island to offer the Cambridge AS and A Levels. The success story of HeadStart's rise from humble beginnings to now a school of over six hundred students with top of the line facilities is in itself inspiring.

At HeadStart we pride ourselves on being a school for Phuket's widely diverse community catering to over forty nationalities whilst still offering a personalised education with a wide range of opportunities and encouragement for students to discover and develop their talents and live up to their full potential.

## Accreditation

HeadStart International School is licensed by the Thai Ministry of Education to provide a range of educational programmes from Preschool to Secondary level and beyond. After achieving recognition from Cambridge International

Examinations ([cie.org.uk](http://cie.org.uk)) in 2011, HeadStart is now a proud member of the Cambridge International School Network.

In 2014, HeadStart passed the vigorous CfBT Educational Trust accreditation process to be awarded their 'International School Quality Mark'. CfBT or the 'Centre for British Teachers' are a UK based organisation and a

leading international authority on school inspection and improvement whose mission and values include excellence in learning outcomes, integrity and purpose in education and providing outstanding education solutions. It is with great pride that we at HeadStart are affiliated with and accredited by CfBT and adhere to their very high standards.

In the same year HeadStart was also granted the 'International Quality Assurance' accreditation by the Office of Private Education Commission (OPEC) as well as the being fully accredited by the Thai Office for National Education Standards and Quality Assessment (ONESQA).



# School Campus and Facilities

Centrally located for easy access from anywhere on the island our purpose-built state of the art campus is situated on 15 Rai, or 24,000 Sqm, of beautiful Kathu landscape. Our brand new facilities include:

## Purpose built Early Years and Foundation building which includes:

- Separate outdoor playground with a mini bicycle track,
- Indoor play centre which contains a Jungle Gym, Ball Pool, Library, Building and Construction Centre as well as an ICT room and a Sensory set up learning area.
- Mini Story Time and Puppet Theatre
- Outdoor Learning areas for each class
- Separate canteen and lunchroom

## Purpose built Primary and Secondary building which includes:

- 43 dedicated, modern and fully equipped classrooms
- 3 state of the art Science labs, one for each of the sciences; Chemistry, Physics and Biology
- Purpose built Art and Music studios
- 3 state of the art ICT suites (2 Secondary and 1 in Primary)
- Dedicated Language classrooms
- State of the art Design and Technology classroom and facilities with fully modern tools and equipment including Laser Cutters and 3D Printers.

## Top of the line sporting facilities, which include:

- 2 flood-lit Football Pitches, one covered with an all-weather surface
- 200 Metre Running Track
- 25 Metre Swimming Pool
- Covered Children's Pool
- Outdoor Tennis Court
- Indoor and Outdoor Basketball Courts
- Indoor and Outdoor Volleyball Court
- Indoor Gymnasium
- Gymnastics facilities

- Indoor Badminton Courts
- Fitness Gym

In addition to the above our brand new facilities also boast:

- Purpose built Primary playground
- 2 Large fully stocked Libraries (Primary and Secondary)
- Drama and Dance facilities
- Y12 and Y13 Common Room
- Dedicated School Theatre
- School Café and School Shop

All of the above facilities were purpose designed and built to offer the best academic, artistic and physical education experience on the island.

Our educational philosophy is that optimal teaching and learning takes place in small groups we have a maximum number of 20 students in Foundation and 24 students in Primary and Secondary classes.

## Our Curriculum

At HeadStart we offer the Cambridge curriculum, which follows the National Curriculum of England and Wales, for all subjects with the exception of Thai. This is designed to encourage critical thinking and promote intrinsic motivation for learning.

### Primary

The Cambridge International Primary Programme (CIPP) will guide your children through Key Stage 1 (Years 1-2) and Key Stage 2 (Years 3-6) and provides schools all over the world with a framework to develop Mathematics, English and Science skills in young children. It also provides guidance for curriculum development and classroom teaching and allows teachers to assess children's learning as they progress.

### Secondary

The Cambridge Secondary Programme builds on the foundation of the Primary Key Stages and continues student development through Key Stages 3 (Years 7-9) and 4 (Years 10 & 11) in the core subjects of English, Mathematics and the three Sciences as well as the many other subjects we offer. The Secondary Programme also provides a means of tracking student progress with an integrated package of teaching, learning and assessment materials.

## Assessment

Formal assessment and testing happens twice per year from Key Stage 2 onwards in the form of the Cambridge Progression Tests; at the end of Term 1 and again at the end of Term 3 for each academic subject. In addition to this students at the end of Key Stage 2 (Year 6) and Key Stage 3 (Year 9) sit the Cambridge Checkpoint Examinations in the core subjects of English, Maths and Science. These exams are designed to provide detailed feedback of a child's progress and highlight their strengths and weaknesses as they move forward into the next Key Stage.

## International General Certificate of Education (IGCSE)

The International General Certificate of Secondary Education examinations are typically sat at the end of Key Stage 4 (Year 11) and are the Anchor of the Cambridge Secondary Programme offered by HeadStart. IGCSE's are an

internationally recognised qualification and are evidence of academic ability to employers and other academic institutions around the world.

## AS and A Level

Cambridge International A Level is the world's most popular international examination for 17–18 year olds. As one of the most recognised qualifications around the world, it is accepted as proof of academic ability for entry to universities worldwide. Cambridge International A Levels typically take two years to complete and offer a flexible course of study that gives students the freedom to select subjects that are right for them. Advanced Subsidiary (AS) Level represents the first half of a full A level course and gives students the opportunity of studying a broader range of subjects without committing to doing a full A Level. As with A Levels these enable students to apply successfully to universities throughout the world.

## English as an Additional Language (EAL)

At HeadStart we cater to over 30 nationalities and are a multicultural community but are an English speaking school. With this in mind, we offer full EAL support to students whose English language is not proficient. A dedicated English Support teacher will provide support to non-native English speakers in their day-to-day studies as is necessary and an after school EAL programme is offered at no additional cost. Please see our website ([www.headstartphuket.com](http://www.headstartphuket.com)) for a full and detailed description of our curriculum and the subjects we teach.

## After School Programmes

HeadStart offers an extensive list of over 90 after school activities at no additional cost to parents. Sport activities on offer include Football, Basketball, Swimming, Badminton, and Gymnastics to name but some. We also offer academic classes that support students in subjects that they need extra support in such as English, EAL, Maths and Science. HeadStart also offers classes for non-academic interests such as Choir Singing, Drama, Arts & Pencil Drawing and many, many more. A limited amount of classes are on offer such as dancing and martial arts that are charged for separately. Please see our website for a full breakdown of classes offered.

## Admission and Enrolment

Our Registrar will be happy to help you with the enrolment process. Inquiries can be made by e-mailing [info@headstartphuket.com](mailto:info@headstartphuket.com) or call 076612876.

It is very important that you take the time to read through the school website, Parent Handbooks and policies to gain an understanding of what HeadStart International School can offer your family. Likewise it is very important that you understand the mission of the school should you be interested in being a part of the HeadStart community.

Parents/guardians and students must sign the Home & School Partnership Agreement which demonstrates their agreement with and understanding of the school's mission and regulations, such as code of conduct, dress code and behaviour.

Students aged 2 to 18 years old can apply for enrolment at HeadStart. Places are subject to availability. We do not enrol students for the holidays or on a part time basis.

## Entrance Examination

Students from Year 3 to Year 13 are required to sit a CAT4 entrance examination. CAT4 assesses a pupil's ability to reason with and manipulate different types of material through a series of Verbal, Non-Verbal, Quantitative and Spatial Ability tasks. Together, these four tests provide teachers with a comprehensive profile of a pupil's reasoning abilities, and as such the core abilities related to learning. The resulting data can then be used to identify a pupil's strengths, weaknesses and learning preferences, providing accurate and reliable information that is essential for personalised learning.

Entrance examinations are conducted every two weeks on Saturdays between 09.30 am and 12.30 am. The results of the entrance exam will be e mailed to parents within two working days which in most cases will be the following Tuesday.

The entrance examination fee is 3,000 baht per student enrolling.

# Student Code of Conduct

All of the students that attend HeadStart International School are representatives of our institution when out in the community and are therefore expected to adhere to the school's code of conduct both in and outside of school. We believe that a high standard of respect and personal conduct are an integral part of creating an ideal learning environment.

## Communication

Communication between the school and parents is paramount to a fully functional and mutually beneficial educational experience. HeadStart encourages parental involvement and participation with what your child is studying by maintaining an open dialogue with our teachers. In addition we employ weekly updates, Parent-Teacher communication folders, homework diaries, report cards, school bulletin boards, notices, conferences, special mailings, assemblies, Parent Orientations and Parent-Teacher conferences as methods of keeping you informed on your child's progress.

## School Uniform

All students are expected to wear the correct school uniform whenever they are in school. The school uniform is intended to provide a common link between students and the school's identity. Students should also wear shoes which fully cover and protect their feet: high-heeled shoes and flip-flops are not allowed. Preschool students are not required to wear the school uniform. To purchase school uniforms and accessories please contact the school Shop.

## Parent-Student Handbooks

Important in-depth information about your child's education at HeadStart is described in the Parent/Student Handbooks. These are available for Foundation, Primary and Secondary levels. Please take time to study them. They can be downloaded from our school website.

## Health & Safety

During school hours a qualified nurse is on staff in case of accidents or sudden illness. If your child requires regular medication during school hours please consult the school nurse. Health amenities at HeadStart include an infirmary where basic first-aid will be administered if necessary – ensuring a clean and safe environment for students. A full accident report is completed for all incidents no matter how small in scale. Parents will be notified immediately in case of serious accident or injury and, if need be, the injured student will be taken to Phuket International Hospital. All students are covered under the school's accident

insurance policy.

## Student Insurance

The care and wellbeing of our students is of utmost importance to us. HeadStart takes precautions and measures to ensure that school programmes are run, taught and managed by qualified professionals in a responsible manner and that our facilities are built and maintained to high standards to ensure the safety of our students.

The Student Group Accident insurance provides 40,000 Baht of accident coverage per student for all students participating in school programmes.

The student group accident insurance is not a health insurance policy and excludes accidents occurring from dangerous sports such as martial arts, water sports, motor sports and sport competitions. In the event that the school should organise a school programme which falls under the exclusions of the accident insurance, parents will be informed and will need to decide whether or not they would like their child to participate. If a parent approves for their child to participate, they will be required to sign a Risk Waiver and may need to pay for additional insurance for the programme.

It is imperative that parents should purchase additional health and accident insurance for their child or children in case of emergencies. Details of the student group accident insurance policy can be obtained from the school office. Our office can also provide the contact details of an insurance agent who can assist parents in selecting an appropriate private health and accident insurance package.


The safety and health of your child is of paramount importance to us.

## School Meals and Menu

A healthy and balanced diet is the foundation of a successful academic life. We therefore strive to serve natural, low sugar-and-salt meals with the freshest possible local produce. All students are served a healthy lunch with choices of Thai, Western and Vegetarian menu. Foundation and Primary students are also served morning snacks, all at no extra cost. The full menu is available to view on our school website.



## Tuition Fees

	HeadStart School Fees 2017 - 2019			
	Preschool Early Year Reception	Year 1-6	Year 7-9	Year 10-13
Endowment	50,000			
Entrance Fee	50,000			
Term 1	100,000	140,000	160,000	200,000
Term 2	75,000	105,000	120,000	200,000
Term 3	75,000	105,000	120,000	
Yearly Total	250,000	350,000	400,000	400,000

**Entrance Fee:** Non-refundable. Must be paid upon students' enrolment.

**Endowment Fee:** Paid once. Payment must be made in full once the child has been enrolled at HeadStart. The endowment fee will be refunded on the permanent withdrawal of the student, after deduction of any outstanding amounts owed to the school, providing that the child has been enrolled until the end of the academic school year.

Parents must complete a Student Withdrawal form and submit this to the school office at least 1 month prior to the last day of the academic year. Refunds are processed at the end of the school year and paid out about 2 weeks after the last day of the academic year.

The endowment fee will be refunded on the permanent withdrawal of the student, after deduction of any outstanding amount owed to the school, providing that the child has been enrolled until the end of the academic school year from which he is being withdrawn from and provided a written notice of the student's withdrawal is given to the Registrar 30 days prior to the last day of Term 3.

**Refund of school Fees paid for Term 1:** Written notice of a student's withdrawal must be given to the Registrar 90 days before the first day of Term 1.

**Refund of school Fees paid for Term 2:** Written notice of a student's withdrawal must be given to the Registrar 45 days before the first day of Term 2.

**Refund of school Fees paid for Term 3:** Written notice of a student's withdrawal must be given to the Registrar 45 days before the first day of Term 3.

**Billing:** Fees will be billed and sent by email on a termly basis three times a year. All School Fees are reviewed annually.

**Examinations:** Fees will be charged for Year 6, Year 9, and IGCSE/AS/A candidates. These fees cover the regular CIE examination entry fees for each student's particular course of study. Students undertaking re-sits of particular examinations in order to improve their grades will be charged extra fees comprising actual costs from the external examiners and an administration charge.

**Uniform:** Uniforms can be purchased from the school shop.

**Discounts:** A 5% discount on tuition fees will apply to the second and subsequent children from the same family who are in the school at the same time.

**Late Entry:** For students entering the school late in the year, annual fees will be calculated on a pro rata basis according to the number of weeks remaining in the academic year (including the week of entry).

**Bus Service:** A bus service for pick-up and drop-off is available to most parts of the island at an additional price. Please contact the school office for detailed schedules, routes and prices.

**Method of Payment:** All fees are billed and payable in Thai baht. Domestic payments may be made by cash, cheque, or deposit/transfer directly to our account. When making a transfer, please submit a copy of the transfer slip to our accounting department.

## Credit Card Payments

The school accepts payment by debit and credit card (Visa and Master Card). No additional fee is charged on payments made using Thai debit or credit cards. We can accept payments made with foreign debit and credit cards at no additional charge, provided the payment is made in the home currency that the card is issued in. Payments made with foreign debit and credit cards will be charged 3% if the payment is converted into Thai Baht.

**Bank Transfers:** For bank transfers you now have two options as shown below:

Bank name:	Bangkok Bank
Beneficiary name:	HeadStart Education Center Co., Ltd
Beneficiary address:	39/99 Moo 4, Vichit, Muang, Phuket 83000, Thailand
Account no.:	442-0-82754-7 Savings Account, Thepkasattri Branch
Swift Code:	BKKBTHBK (for overseas transfer)

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Bank name: Krungthai Bank  
Beneficiary name: HeadStart Education Center Co., Ltd  
Beneficiary address: 39/99 Moo 4, Vichit, Muang, Phuket 83000, Thailand  
Account no.: 377-0-24788-4 Savings Account, Thepkasattri Branch  
  
Swift Code: KRTHTHBK (for overseas transfer)

Once the payment is complete please fax (Tel. 076-612877) or email the transfer slip or receipt as proof of payment to [mai@headstartphuket.com](mailto:mai@headstartphuket.com)

**Late payment charge:** Accounts outstanding after the due date will incur a late payment fee of 1,000 Thai baht per week.

**Contact Us:** If you have any other queries, would like to book a tour of our school campus and facilities or require more information please do not hesitate to contact us.

**HeadStart International School**  
**39/99 Moo 4, Vichit, Muang District**

**Phuket 83000**

**Tel: 076 612 876 Fax: 076 612 877**

**Email: [office@headstartphuket.com](mailto:office@headstartphuket.com)**

# School Calendar

At HeadStart we follow the traditional UK school calendar starting in September and finishing in July with three terms per academic year:

**Term 1: August – December**

**Term 2: January – April**

**Term 3: April – July**



## 2017-2018 SCHOOL YEAR

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE						
2017	AUG		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	SEP					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
	OCT						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	NOV			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
	DEC					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
2018	JAN		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
	FEB				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
	MAR				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
	APR						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	MAY			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
	JUN					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
	JUL							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

- School Open to Students
- School Closed
- Weekend
- First Day of School Term
- Parent Orientation

School Holidays	
14 - 22 October	Term 1 Mid Term Break
16 December - 7 January	Term 1 Holidays
17 - 25 February	Term 2 Mid Term Break
7 - 22 April	Term 2 Holidays
26 - 29 May	Term 3 Mid Term Break
29 June	Summer Holidays

Parent Teacher Conferences (PTC)	
5 - 15 September	Foundation/KS 1
11 October	Year 7
12 - 14 December	Foundation/Primary/Year 7
14 December	Year 7 - 8
28 February	Year 11
3 - 5 April	Foundation/Primary
4 April	Year 10, 12, 13
26 - 28 June	Foundation/Primary
27 June	Year 7 - 8